MAYOR & COUNCIL AGENDA COVER SHEET

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March 6, 2006

CALL TO PODIUM:

James D. Arnoult

RESPONSIBLE STAFF:

James D. Arnoult

AGENDA ITEM:

(please check one)

| | Presentation |
|---|------------------------------|
| | Proclamation/Certificate |
| | Appointment |
| | Public Hearing |
| | Historic District |
| X | Consent Item |
| | Ordinance |
| | Resolution |
| | Policy Discussion |
| | Work Session Discussion Item |
| | Other: |

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

| Introduced | |
|-------------------|--|
| Advertised | |
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| | |
| Hearing Date | |
| Record Held Open | |
| Policy Discussion | |

TITLE:

Resolution of the Mayor and City Council Authorizing the City Manager to Enter into a Contract to Purchase Two (2) 2006 Fifteen Passenger Vans (\$34,400)

SUPPORTING BACKGROUND:

Unit numbers 2804 and 2805 (1997 passenger vans) are used for summer camps and other recreation programs. They have reached the end of their anticipated useful life and are fully funded for replacement. The 2006 model vans have features that make them safer to drive, and ultimately safer to transport passengers. The units to be replaced will be traded in at the time of delivery of the new vans.

This bid was advertised in the Gazette. Bid packages were also delivered to five local dealers. Sealed bids were opened and tabulated on March 1, 2006. The following bids were received.

Criswell Chevrolet King Pontiac Buick GMC \$34,400.00 \$44,441.78

Staff recommends award to the lowest bidder meeting specifications, Criswell Chevrolet. There are sufficient funds budgeted in the vehicle replacement fund.

DESIRED OUTCOME:

Approve Resolution

Resolution Request Form

REQUEST FORM FOR RESOLUTIONS PERTAINING TO EXPENDITURES FROM THE CITY BUDGET (CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.) Requested by: _____ James D. Arnoult ____ Date of City Council Meeting: March 6, 2006 Director, PW, PM & E <u>AUTHORIZING</u> Negotiate/ Purchase __X__ Award Contract ____ Transfer Funds ____ Execute a Contract **BID INFORMATION:** Advertisement Date February 8, 2006 Newspaper(s) Gaithersburg Gazette Bids Opened/Tabulated (date) March 1, 2006 **DESCRIPTION OF ITEM(S):** (Be specific; include quantity, item name, model number, etc.) Two (2) 2006 Chevrolet Fifteen (15) Passenger Vans with Stability Control. CONTRACTED/PURCHASE FROM: Company Name: Criswell Chevrolet, Inc. Street Address: 503 Quince Orchard Road P. O. Box Number City/State/Zip: Gaithersburg, Maryland 20878 CONTRACT/PURCHASE AMOUNT: \$34,400.00 Check One: In the Amount of X Not to Exceed FUNDS TO BE EXPENDED FROM: Operating Budget X Capital Improvements Budget Account Number: 310700 Vehicle & Equipment Replacement Fund (For Finance Department use only; not to be included in the Resolution) VERIFICATION OF AVAILABILITY OF FUNDS Available x Not available ____

Finance Dept.

Date

| Resolution No. | |
|----------------|--|
|----------------|--|

RESOLUTION OF THE MAYOR AND CITY COUNCIL AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT TO PURCHASE TWO (2) 2006 FIFTEEN PASSENGER VANS

WHEREAS, an invitation to bid was duly advertised in the February 8, 2006, issue of the Gaithersburg Gazette, and sealed bids were opened and tabulated on March 1, 2006; and

WHEREAS, the Mayor and Council have determined to award a contract to the lowest bidder meeting City specifications:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Gaithersburg, that the City Manager be and he hereby is authorized to enter into a contract to purchase Two (2) 2006 Fifteen Passenger Vans from Criswell Chevrolet, 503 Quince Orchard Road, Gaithersburg, Maryland 20878, in the amount of Thirty-Four Thousand Four Hundred Dollars (\$34,400.00); said funds to be expended from the Vehicle and Equipment Replacement Fund.

ADOPTED by the Mayor and City Council this 6th day of March 2006.

SIDNEY A. KATZ, MAYOR and President of the Council

THIS IS TO CERTIFY that the foregoing Resolution was adopted by the City Council in public meeting assembled on the 6th day of March 2006.

David B. Humpton, City Manager